

Rengstorff House Event Check List

Please complete this important checklist. We hope that it will help you plan and organize your event so that your experience at the Rengstorff House will be a memorable one. Once you have completed this form and your floor plans, please return at least 30 days before your event to: **Rengstorff House Events Coordinator, 3070 N. Shoreline Boulevard, Mountain View, CA 94043; Tel: 650.903.6088.**

Please share this information with all of your vendors

Name and phone # of renter: _____

Name and phone # of person coordinating: _____

Date of event: _____

Type of event: _____

Number of people: _____

Total paid hours: you will be charged for early arrival by you or your caterer _____

Time of Set-Up: _____ Guest Arrival: _____

Clean-Up: _____ Departure: _____

Use floor plan sheets to indicate the layout of your event; where and how things are to be placed.

***Caterer:** name and phone # _____

Set-up time: _____

**Caterer required meeting with Event Coordinator*

Beverage/Bar Company: name and phone # _____

Set-up time: _____

Equipment Rental company: name and phone # _____

Day & time of delivery: _____

Items to be delivered: _____

Day & time of pick-up: _____

Florist: name and phone # _____

Time of delivery: _____

Photographer: name & phone # _____

Areas to be used & special needs: _____

Musicians: name and phone # _____

Set-up time (*indicate location on floor plan*): _____

Cake Bakery: name and phone # _____

Set-up time (*indicate location on floor plan*): _____

Gift table: (*indicate location on floor plan*): _____

Decorations: location and type _____

Use of **dressing area**, when: _____

Use of **piano (\$25)** *This piano is the same vintage as the House and can not be moved* _____

Use of **Fireplaces** (\$10 per fireplace, wood provided) _____

Time and date of **rehearsal: (Fee if using inside of House)** _____

Special Requests: _____

The Rengstorff House is a carefully restored historic home; the City of Mountain View requests that you and your guest show respect for the house, furnishings and gardens.

Renters have the **use** of the dining room, three parlors, kitchen, bathrooms and gardens. The upstairs may be used for dressing if not during business hours.

No **furniture** is to be moved without previous approval and then, with the assistance of the House Attendant.

Unless otherwise stated, the **entrance** of the house is the West Side terrace door.

If **children** are expected, please designate a person to be responsible for their entertainment and behavior.

Alcoholic beverages may be served. Please avoid red wine and tomato based foods inside the house.

Barbecuing and frying of food is allowed only behind the house; the renter/caterer must protect the ground/gravel from drippings and ashes. Take ashes away with you.

Amplified music is permitted; a sound level check will be made by the House Attendant thirty minutes before the event.

Dancing is limited to the brick terraces and laid dancing floor.

Renter/ caterer must provide tables and chairs for outside use, umbrellas, linens, dishes, glasses, flatware, etc. Shoreline tends to be windy; tablecloths, umbrellas, canopies and decorations need to be weighted or secured. Large canopies require a special permit.

Signs cannot be posted along the roadway.

Please do not ask guests to **R.S.V.P.** or send gifts to the Rengstorff House.

Shoreline at Mountain View where the Rengstorff House and Gardens are located is a **wildlife** facility. Wildlife and plants are to be protected. No dogs are allowed. Please do not disturb, feed or remove plant or animal life. Birdseed, rice, confetti and balloons (outside) are not permitted. Flower petals and bubbles are acceptable.

The **parking** lot near the house is reserved for the use of renters and guests. Ample parking is available in the adjoining lots at the Sailing Lake and the Golf Links. Vehicles must park in designated parking stalls. Vehicles can park for a short time in the circle area while being loaded or unloaded. If there is a concert at the Amphitheater, inform your guests to tell the traffic control officers that they are going to the Rengstorff House; your guests will be waved through.

City of Mountain View Requirements for General Liability Insurance:

1. One million dollars is required for bodily injury and property damage for all special events.
2. An endorsement of your policy naming the City of Mountain View, its agents, officers, employees and volunteers additional insured for the event.

If you (or your organization) do not have liability insurance, you may arrange coverage for your event through **City of Mountain View**. Please call **Beverly Jensen at 650.903.6053**. When calling, specify that your event will be held at the Rengstorff House. City of Mountain View will send you two copies; send the original to the Rengstorff House. The insurance provided through this special policy covers host liquor but not sale of liquor. In order to sell liquor, proof of liquor liability must be included in the insurance coverage. All liability insurance requirements must be fulfilled thirty days in advance or the event may be canceled. If you have liability insurance, ask your agent to place a special rider on your policy for the day of your event at the Rengstorff House.

Paperwork Requirements and Timeline

At time of booking

Rental Agreement completed and signed.

Holding deposit (*1/2 of total rental fee*)

Thirty days before the event

Final payment (*remaining half of rental fee*)

Security deposit

Proof of liability insurance

Event Check List

Floor plans

Meeting on-site with renter, caterer, and "R" House Event Coordinator

Renters Responsible:

Renters are responsible for all set-ups, **clean up** and for leaving the House and Gardens in the same condition as prior to the event. Typically, the caterer and/or a person previously designated by the renter will coordinate the clean up. The House Attendant will locate cleaning equipment and supplies.

All **trash** must be taken with you or placed in a plastic sack and dumped in the bin by the sailing lake. Do not over fill the bags.

Leftover **food, dirty dishes, glassware, flatware and linens** must also be removed from the premises after the event. Do not pour any leftover beverage on plants or in flowerbeds. Tables, chairs, umbrellas, etc. can be stacked neatly on the bricks (no heavy items against the fence) within the fenced area at the back of the house. Shoreline does not take responsibility for rental equipment. A chain and lock can be provided on request.

A FEE WILL BE TAKEN FROM THE RENTER'S SECURITY DEPOSIT FOR ANY DAMAGE TO HOUSE OR GARDENS FOR EARLY ARRIVAL OR LATE DEPARTURE.

